

2003-04 CDBG APPLICATION

NAME OF CDBG APPLICANT _____

Department of Community and Economic Development
324 South State Street, #500
Salt Lake City, Utah 84111
Office: (801)538-8732

All applicants must use the 2003-04 Application Guide to prepare this document.

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2003-04 CDBG APPLICATION – TO BE COMPLETED BY RRC/AOG OFFICE

APPLICANTS SCORE		APPLICATION RECEIVED BY RRC		DATE	
APPLICANTS RANKING		TOTAL PROJECT COST		\$	
ORIGINAL CDBG REQUEST	\$		FUNDS ALLOCATED		\$
APPROVED	Y	N	MULTI-YEAR	Y	N

PART I - 2003-04 CDBG PRE-APPLICATION

The following information is requested to document compliance with requirements established by **Title 1 of the Housing and Community Development Act of 1973, as Amended**. Applicants who rank successfully by the Regional RRC (Rating and Ranking Committee) will be asked to complete Part II - the **Final Application** form. Both documents will then be submitted to the RRC and the State Division of Community Development. Potential grantees must acknowledge all contractual requirements that must be met, both state and federal, per the State Application Guide.

A. APPLICANT ELIGIBILITY

1. Legal Applicant: Jurisdiction Name, Official Address and Phone, Chief Official:

APPLICANT:		PHONE:	
ADDRESS:		FAX:	
CITY, ZIP		E-MAIL:	
REGION:		COUNTY:	
CHIEF OFFICIAL:		TITLE:	
Applicant Population per 2000 Census:		Congressional District:	

2. Applying on Behalf of Sub grantee (If Applicable):

SUB GRANTEE NAME:		
ADDRESS/CITY/ZIP		
PHONE:	FAX:	E-MAIL:
COUNTY:	REGION:	
Documentation of non-profit status must be included: i.e. 501(c)(3)		
AGENCY REPRESENTATIVE:		TITLE:

3. Engineer/Architect consulted for project: (Attach estimate on letterhead)

NAME:	COMPANY NAME:	
COMPANY ADDRESS/CITY/ZIP:		
PHONE:	FAX:	E-MAIL:

4. Name of Designated Project Manager

NAME:	OFFICIAL TITLE:	
ADDRESS/CITY/ZIP:		
PHONE:	FAX:	E-MAIL:

B. PUBLIC PARTICIPATION (Chapter III of the Application Guide)

Each applicant must hold a minimum of two public hearings: the first must be held prior to submission of the *Pre-Application*; The information and documentation requested below must be supplied with this pre-application.

HEARING #1 - DATE OF PUBLIC NOTICE/POSTING:		DATE OF HEARING:	
Locations of postings, if applicable:	1.	2.	3.
Attach copies of publication/posting, certification of posting. Attach copies of minutes from hearing (be sure that <u>all</u> persons attending the hearing are listed by name and, please indicate the name and responses of all persons who speak in the hearing). If a response was not reflected in the minutes then attach a copy of response(s) sent.			

C. PROJECT INFORMATION (Attach a Map and 2 pictures of the site)

Provide a clear, concise description of the Proposed Project, using measurable terms, if appropriate (linear feet, square feet, building size, etc. Include all specific activities (engineering, construction, acquisition, etc.). Use additional pages as necessary. ***A grantee applying for a project whose purpose is the construction of a new facility, must be able to demonstrate that sufficient revenue to continue the operation of the facility is in place or how that revenue will be obtained in order to ensure continued operation of the facility after completion.***

D. COST ESTIMATE (Chapter III of the Application Guide).

If the project involves construction, the TOTAL COST of the construction must be prepared and estimated by an Engineer/Architect, as listed on page 1 of this pre-application. Please take into account the inflation rate in relation to the anticipated starting date of the project. DAVIS/BACON wage rate estimates must be included in all construction estimates.

TOTAL ESTIMATED PROJECT COST \$_____ CDBG REQUEST \$_____

E. PROJECT FUNDING: In addition to CDBG funds, list other funds required for project completion

SOURCE	STATUS	AMOUNT

F. TYPE OF GRANT (See Chapter IV of the Application Guide for Reference)

Indicate One

1 - SINGLE PURPOSE Single Year

2 - SINGLE PURPOSE Multi-Year

3 - MULTI-PURPOSE*Single year

4 - MULTI-PURPOSE*Multi-year

**If "MULTI-PURPOSE" is selected, the applicant must demonstrate the relationship of the different purposes. If there isn't a relationship between all activities individual applications must be prepared.*

G. CONSOLIDATED PLAN CONSISTENCY

Cite the page reference and section of your region's (or applicant's) Consolidated Plan where this project is identified, or the page where the type of project is prioritized.

H. MODERATE INCOME HOUSING PLAN

Does the municipality have an **adopted** "Moderate Income Housing Plan" in accordance with HB 295? Does the project being applied for further the goals or objectives of that plan?

I. ELIGIBLE ACTIVITY (Chapter III (pg 12) of the Application Guide).

Select the eligible activity that best describes the project and cite the reference from section 105.

105 ()() () . [Example: 105 (a) (1) (D)]

Explain below how your project meets these eligible activity criteria. Example: The acquisition of real property to be used for the provision of public works, etc. i.e. "purchase of site to construct fire station".

J. NATIONAL OBJECTIVE (Chapter III (pg 2) of the Application Guide).

All projects must meet a National Objective - the same objective may be satisfied by various methods. The specific method will be determined based on the individual project and individual circumstances.

1. Check which National Objective the project will meet. See Chapter III of the Application guide for the required documentation.

2. All supporting documentation must be attached to this pre-application.

A. ___ BENEFIT TO LOW AND MODERATE INCOME

Select One Method and provide the documentation requested:

___ a. Economic Development LMI

___ b. Site Specific LMI

___ c. City/County-wide

___ d. Targeted/Limited Clientele

B. ___ ELIMINATION OR PREVENTION OF SLUMS AND BLIGHT

All of the information below must be supplied:

___ a. Slum/Blight Criteria selected

___ b. Additional Documentation (Photos, Letters from Officials, etc.)

___ c. Slum/Blight Resolution

C. ___ URGENT HEALTH AND WELFARE THREAT (All criteria below must be met:)

___ a. Determination of Immediate Threat

___ b. Grantee Inability to finance

___ c. No other financial sources available

___ d. Threat must not have existed for more than 18 months prior to application

K. CERTIFICATIONS

1. APPLICANT

As Chief Official of the Legal Applicant, I certify that this pre-application and any final application prepared by this agency has been and will be completed and submitted with the full knowledge of the governing board of this organization and is, to the undersigned's best knowledge and belief, accurate in all details. Documentation to substantiate each element has been or will be attached before receipt by the State DCD. If a CDBG grant is awarded on the basis of this information all overlaying federal regulations mandatory to the operation of the program will be complied with. Failure to submit any documentation requested by the State to demonstrate program compliance may result in administrative sanctions up to and including rescission of funding.

Signature of Chief Elected Official, Title

Date

SIGNATURE REQUIRED ONLY WHEN LOCAL FUNDS ARE TO BE COMMITTED TO APPLICANT'S PROJECT

I, the undersigned as chief elected official of this jurisdiction and in its behalf, hereby attest that funds in the amount of \$_____ have been budgeted and are available for the previously described project.

Signature of Chief Elected Official to commit local funds

2. ASSOCIATION OF GOVERNMENTS

Signature by the Chairman of the Association of Governments certifies that this Pre-application has been reviewed and evaluated by this office prior to rating and ranking and has been found to satisfactorily address all federally mandated compliance requirements to justify the eligibility of this project in the CDBG program. Any supplemental documents requested by the State DCD as part of this certification must be submitted prior to final acceptance of the application. The applicant is aware that failure on their part to complete and present any supplemental documentation requested within a reasonable time may result in the cancellation of this award.

Signature of Chairman of the Association of Governments

Date

3. REGIONAL REVIEW COMMITTEE

I certify that the regional review process, which includes application of the regional and state mandated ranking criteria, approved by the State, has been followed when rating and ranking this Pre-application. I also certify that any information necessary to substantiate any rating and ranking criteria is attached. Failure on the part of the RRC to ensure that this material has been used for rating and ranking purposes may result in the rejection of this application by the State.

Signature of the RRC Chairman

Date

*APPROVAL OF THE PRE-APPLICATION CERTIFIES ONLY THAT
FEDERAL THRESHOLD CRITERIA HAVE BEEN MET. IT DOES
NOT IMPLY FINAL PROJECT APPROVAL OR FUNDING.*

PART II 2003-04 CDBG FINAL APPLICATION

Department of Community and Economic Development
324 South State Street, #500
Salt Lake City, Utah 84111
Office: (801)538-8732

Name of CDBG Grantee_____

Project Manager	Phone Number	Fax	E-mail
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Project _____

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** Check each criterion when satisfactorily addressed.

COMPLETED	SECTION
	L. PROJECT TIME LINES
	M. PROJECT SCOPE - IN DETAIL
	N. FEDERAL REQUIREMENTS
	O. FUNDING - PROPOSED BUDGET
	P. PUBLIC PARTICIPATION - PUBLIC HEARING # 2
	Q. SUBCONTRACTOR AGREEMENT
	R. RESIDENTIAL ANTI-DISPLACEMENT RESOLUTION
	S. CDBG INCLUSIVE FEDERAL REQUIREMENTS

L. PROJECT TIME LINES - ALL PROJECTS

Complete the table below to demonstrate how the project will progress to completion.

ELEMENT	STARTING DATE	STATUS	COMPLETION DATE
CONTRACT EXECUTION			
ENVIRONMENTAL RELEASE (ALLOW AT LEAST 2 MONTHS)			
LIST APPROPRIATE BENCH MARK ACTIVITIES IF DIFFERENT FROM THOSE LISTED BELOW			
PROJECT ENGINEERING DESIGN			
BID SPECIFICATIONS			
BID PUBLICATION			
BID OPENING			
BID AWARD			
PRE-CONSTRUCTION CONFERENCE			
PROJECT CONSTRUCTION			
FINAL INSPECTION			
FINAL MONITORING			

M. Scope of Work to be accomplished. - Please attach additional pages with detailed scope of work for project describing each separate activity (engineering, construction, acquisition, etc). Include an engineer or architect's preliminary, itemized cost estimate. Applicants may use the project description from the pre-application, but it must contain the above and reflect all pertinent and up to date information and include the solution the proposed project would provide:

(2) Construction projects ([Section IV, Application Guide](#))

Estimated start of construction: _____

Estimated completion date: _____

N. FEDERAL REQUIREMENTS

The CDBG Program is a low/moderate income targeted program. There is specific information that HUD requires all CDBG funded projects to address, whether or not an applicant is applying under the LOW/MODERATE INCOME National Objective.

1. LOW/MODERATE INCOME ASSISTANCE (Please circle A, B or C)

A. PRE-APPROVED LIST: (Must be community-wide project). **Attach documentation.**

B. TARGETED/LIMITED CLIENTELE: To be considered a "Targeted" project, one hundred percent of the population served must be LMI. A project that will serve a "Limited Clientele" must benefit a clientele generally presumed to be LMI and of whom at least 51% of the beneficiaries are LMI (See Section IV of the Application Guide).

C. SITE SPECIFIC or COMMUNITY-WIDE: If the project is "site-specific" or community-wide complete the information below.

1. Total number of beneficiaries: _____

2. Total number of beneficiaries that are low/moderate income (by survey or census):

3. PERCENT LMI BENEFICIARIES: Divide number from line 2 by line 1.

4. How were these figures obtained (survey, census, etc.)? Attach appropriate documentation (See Appendix C, D, or E of the Application Guide). Indicate year of survey or census.

2. CIVIL RIGHTS (Attach Documentation)

(a) Provide data on the racial, ethnic, and gender characteristics of; **applicants** for, **participants** in, or **beneficiaries** of the program. This information must be provided for each separate activity of this grant using the table and ethnic divisions below:

1. White, not Hispanic
2. Black, not Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian/Alaskan Native
6. Female heads of households (if applicants or beneficiaries are receiving a direct benefit).

PROPOSED BENEFICIARIES (Respond in terms of "Numbers" not "Percentages")

PROJECT	APPLICANT (city/county) POPULATION						BENEFICIARY POPULATION					
ACTIVITY	1	2	3	4	5	6	1	2	3	4	5	6
1.												
2.												

O. FUNDING - PROPOSED BUDGET – Multi-year projects must provide a budget for each year

ATTACHMENT D - BUDGET			
A. TOTAL PROGRAM COST: \$			
B. PROGRAM REVENUES: (IDENTIFY AND ADD ALL SOURCES OF PROGRAM REVENUE)			
1. CDBG FUNDS			TOTAL
			\$ _____
2. OTHER FUNDS (IDENTIFY SOURCE, AMOUNT AND STATUS BELOW)			
FEDERAL	\$ _____		
	\$ _____		
	\$ _____		
STATE	\$ _____		
	\$ _____		
	\$ _____		
LOCAL	\$ _____		
	\$ _____		
	\$ _____		
TOTAL OTHER FUNDS		\$ _____	
B. REVENUES		\$ _____	
C. PROGRAM EXPENDITURES			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
ADMINISTRATION	CDBG FUNDS	OTHER FUNDS	TOTAL
PERSONNEL SALARIES			
FRINGE BENEFITS			
SUPPLIES/EQUIPMENT			
TRAVEL			
OTHER (Identify)			
SUBTOTAL			
CONSTRUCTION			
ENGINEER/ARCHITECT			
SUBTOTAL			
OTHER (Identify)			
SUBTOTAL			
TOTAL C – EXPENDITURES			
<u>(TOTALS A, B AND C MUST BE IDENTICAL)</u>			

NO CDBG FUNDS WILL BE RELEASED UNTIL THE APPLICANT SUPPLIES FULL FUNDING CAPABILITY. If it becomes necessary for an original project to be scaled down or adjusted because of lack of funding, funding adjustments must be made prior to submission of the Application to the State.

P. PUBLIC PARTICIPATION

Documentation and information regarding the compliance of the applicant with the second hearing must be supplied with the Final Application ([see Section IV, Appendix B Application Guide](#)).

HEARING #2 - DATE OF PUBLIC NOTICE/POSTING:		DATE OF HEARING:	
Locations of postings, if appropriate:	1.	2.	3.
Attach copies of publication/posting, certification of posting		Attach copies of minutes from hearing	
If a response to questions was required, attach a copy of response(s) sent.			
Name of Official in Attendance:			

Q. SUBCONTRACTOR/INTERLOCAL COOPERATION AGREEMENT. Grantees sponsoring a sub-recipient must include either: 1) a Subcontractor Agreement (if the sub-recipient is any agency other than another political entity) or 2) an Inter-local Cooperation Agreement (if the sub-recipient is another political entity).

R. RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Indicate date plan adopted _____. If applicant is a first time grantee, you must include a copy of the resolution found in Appendix F of this Application Guide.

S. INCLUSIVE FEDERAL REQUIREMENTS

Included by reference are all federal and state laws and regulations. See Chapter III, page 10.